

FY 2003
One-Time Special Request Fund
For Local Law Enforcement Agencies
and Selected State Agencies

Department of Criminal Justice Services
805 East Broad Street
Richmond, Virginia 23219

DEPARTMENT OF CRIMINAL JUSTICE SERVICES 2003 ONE-TIME SPECIAL REQUEST FUND

SUMMARY

One-Time Special Request Fund awards are available to local law enforcement and state agencies responsible for criminal justice-related programs of statewide application. The purpose of this fund is to provide additional resources for the development or expansion of law enforcement or crime prevention programs, or criminal justice system improvements.

As noted in the following sections, eligible projects will be ranked based on the applicant's articulated need, project impact, and ability to complete the project within the award period. The application requirements include a face sheet, a summary of the project, a needs assessment, budget figures, and budget narrative.

Please Note: There is a 25% non-federal cash matching requirement for this program. DCJS will not pay the match.

Local Law Enforcement Application Guide

Funding is available for the development of new or the expansion of existing law enforcement and crime prevention activities and criminal justice systems improvements. Although most funding requests in these categories will be considered (see below Requirements/Limitations), priority will be given to requests that have a broad impact. Examples of typical projects include, ***but are not limited to***, regional crime analysis capabilities; multi-agency approaches to crime prevention or law enforcement activities; partnerships between schools, law enforcement, and community organizations; or between law enforcement and corrections/treatment programs.

Most requests for criminal justice systems improvements, law enforcement, or crime prevention activities are eligible; however ***priority will be given to the following projects:***

1. Programs having broad impact such as multi-disciplinary projects;
2. Multi-jurisdictional projects sharing resources, information strategies, techniques, and technology;
3. Projects performed in furtherance of a *Certified Crime Prevention Community Program*;
4. Projects demonstrating the greatest need.

Multi-disciplinary Partnerships involve the active commitment and participation by agencies representing more than one discipline. **Multi-jurisdictional Partnerships** are projects that cross jurisdictional lines and are aimed at sharing knowledge or resources, and addressing public safety concerns. The **Certified Crime Prevention Community Program** is a state program designed to publicly recognize and certify localities that have implemented a defined set of community safety strategies as a part of a comprehensive

community safety/crime prevention effort. Agencies seeking funds under this heading must be part of an enrolled locality. (For verification of your status, or for information about the CCPC program, contact Doug Smith, 804-786-9469, or dsmith@dcjs.state.va.us.)

State Agency Application Guide

Funding is available for development of criminal justice systems improvements, law enforcement and crime prevention activities. These funds can be used for new activities or an expansion of existing programs or activities. Applications will be ranked based on the demonstrated need and the quality of the proposal. State agencies will *not* be ranked based on the project impact, such as multidisciplinary or multi-jurisdictional projects, because the state agencies selected to participate are only those agencies that have a criminal justice-related mission of statewide impact or application.

Eligible Recipients

Selected state agencies (those agencies responsible for criminal justice-related programs of statewide application) and units of local government may apply for and receive funds through this program. Only one project per locality or state agency is eligible for an award. Therefore, all organizations are urged to coordinate efforts and assure that only one application per each unit of government is submitted. Multi-jurisdictional projects should provide an application that includes documentation of support from the partnering agencies. In order to expand funding opportunities for multi-jurisdictional projects, each participating locality might consider submitting independent applications. For example, if five (5) agencies wish to apply for funding for a regional crime analysis network, each of the five agencies may submit an application. Bundling of such applications or language clearly noting the joint project is recommended.

Amount Available

The 2003 One-Time Special Request Fund requires a 25% match from all applicants. State agencies may apply for up to \$26,667 (\$20,000 federal + \$6,667 non federal cash match.) Units of local government may apply for up to \$6,667 (\$5,000 federal +\$1,667 non federal cash match.)

Funding Period

The award period is July 1, 2003 through September 30, 2003. Localities receiving funds through this program ***must obligate the funds in writing no later than September 30, 2003.*** All obligations must ***be paid by November 15, 2003***, and all requests for reimbursement must be received by that date and be accompanied with appropriate documentation for purchase and expenditure. Prepaid transactions for activity outside the award period are not allowed. Requests greater than \$6,667 from local agencies or \$26,667 from state agencies will not be considered. No more than one request per jurisdiction will be reviewed or funded. Applications for partial funding of larger projects should so note in the narrative.

Requirements/Limitations

- Only units of local government and selected state agencies may apply.
- Only one application per state agency or unit of local government will be considered.
- Funds may not be used for personnel (salaries or overtime), construction, land acquisition, basic training, standard uniforms, weapons, lobbying, and political contributions.
- Grant funds may not be used to supplant state or local funds which would otherwise be available for the same purposes.
- The funds must be obligated by September 30, 2003 and must be expended by November 15, 2003.
- Awards will be for one time only; no continuation funding will be available.

DCJS Staff Contact

For further information contact Joyce Bradford at (804) 786-5665, or jbradford@dcjs.state.va.us.

Application

As with all grant funding, these awards are subject to the availability of funds. To apply for these funds, use the enclosed abbreviated application form and budget summary. The application must be signed by the chief executive officer (or the chief elected official) of the named unit of government. ***Submit the original and two (2) copies of the application to DCJS 805 East Broad Street, Richmond, Virginia 23219, no later than 3:30 p.m. June 17, 2003.*** DCJS will not accept faxed or e-mail applications. Applications must be submitted using the forms and format in this guide.

Department of Criminal Justice Services

805 E. Broad Street
Richmond, VA 23219

2003 SPECIAL FUND APPLICATION (Face Sheet)

One-Time Special Fund

Applicant Jurisdiction : _____

Jurisdiction(s) Served: _____

Program Title: _____

Time of Performance: **Beginning Date** July 1, 2003 **Ending Date** September 30, 2003

	PROJECT DIRECTOR	PROJECT ADMINISTRATOR	FINANCE OFFICER
Name:	_____	_____	_____
Title:	_____	_____	_____
Address:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Tel./Fax #:	_____	_____	_____
Email:	_____	_____	_____

Signature of Project Administrator

Brief Description:

A. Project Budget Summary:	Federal	Local Match	Total
Consultants	_____	_____	_____
Travel and Subsistence	_____	_____	_____
Equipment	_____	_____	_____
Supplies and other Operating Expenses	_____	_____	_____
TOTAL	_____	_____	_____

Instructions for Completing One-Time Special Request Fund Application

FACE SHEET

Applicant Jurisdiction: Official name of the local unit of government.

Jurisdiction(s) Served: List all local units of government to be served, if the project is multijurisdictional.

Program Title : The applicant's name for the project.

Funding Period: Begins July 1, 2003 and ends September 30, 2003.

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the locality or state agency, to all the terms of the special fund application. This **must** be the city, county or town manager or the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors. In most cases, the Project Administrator for a state agency will be a Director, Commissioner or person in a comparable position. If someone other than the manager or chief elected officer has been delegated the authority to sign, and signs the application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer - The person who will have legal responsibility for fiscal management of the funds.

Brief Description: A short description of the project and the proposed use of the requested funds.

Project Budget Summary: Total figures from budget categories.

FORM A:

a. Needs Assessment: Use the format on Form A. This section should not exceed one page. Describe the project and include a clear, concise assessment of your needs. The "Needs Assessment" describes a background or the situation that prompted you to seek this funding. Present a clear picture of your problem, indicate why these funds are needed, and show how your problem presents the most pressing situation. *Cite statistics, reports, surveys, etc, which document the need for your project and the need for these funds.* Anecdotal evidence is less convincing than statistics, reports or plans, or other documented sources of information. In addition to describing the nature and extent of the problem or need, be sure to discuss the existing resources and services currently used to address the problem and how existing resources are inadequate. Explain how these funds

will ameliorate the problem or assist with the project. All of this information is critical in assisting the grant reviewers to understand the nature of your situation and how the grant funds will be used to meet described deficiencies.

b. Project Description

Described clearly and specifically, the project or activities which you intend to accomplish with this award.

b. Indicate partners

If this is a multi-jurisdictional or multi-disciplinary partnership or otherwise includes other agencies, please indicate the partners participating in your project. An explanation of their role(s) and a letter of commitment or support will bolster your application.

FORM A BUDGET

Specify the budget categories in which funding is requested. Describe the proposed expenditures, and explain and justify the costs. Consultant costs may not exceed \$450.00 per day.

Special Request Fund Application Form A (Narrative)

One-Time Special Fund Request

Project Title _____

Summary

a. Needs Assessment

b. Project Description and proposed Activities (Include beginning and ending dates)

c. Indicate Partners

Special Request Fund APPLICATION FORM A
Budget Summary

Category and Description	Federal Amount Requested	25% Local Cash Match (non federal funds)
Equipment:		
Travel:		
Consultants: * Consultant costs may not exceed \$450.00 per day * Must comply with applicable procurement regulations		
Supplies/Operating Expenses:		
TOTAL BUDGET		
Project Timeline		